

**IMPLEMENTING A COMPANY FIRE INSPECTION PROGRAM
FOR ASSEMBLY OCCUPANCIES IN FREDERICK COUNTY, MARYLAND**

EXECUTIVE DEVELOPMENT

By: Michael P. Dmuchowski
Frederick County Fire/Rescue Services
Frederick, Maryland

An applied research project submitted to the National Fire Academy
as part of the Executive Fire Officer Program

August 2001

ABSTRACT

This project analyzed the use of suppression personnel to conduct inspections of assembly occupancies in Frederick County (MD). The county did not have a company inspection program for assembly occupancies. The purpose of the project was to develop recommendations for implementing a company inspection program for assembly occupancies.

The research project employed the action research method to address the following questions:

1. What are the elements of a good inspection program?
2. What codes/ordinances/standard operating procedures are required?
3. What training is required for suppression personnel to conduct fire inspections?
4. How does the current staff view the implementation of a company inspection program?

The procedures involved a literature review, an examination of standard operating procedures, review of the standards of the National Fire Protection Association (NFPA), laws, ordinances and a search of the Internet. A survey was distributed to the current staff to obtain their views pertaining to the implementation of the program.

The results indicated that the company inspection program needed to have the support of management as well as a good program manager. Furthermore, all personnel needed to be polite, courteous and to treat everyone fairly when conducting inspections. The county fire prevention code must be updated to incorporate the authority necessary for the suppression personnel to conduct inspections and for the

fire marshal's office to issue civil citations. All personnel needed to be properly trained and an effective records management system was essential. To ensure the program is structured and uniformed, a standard operating procedure and inspection guidelines were developed.

Recommendations included (a) the implementation of the company inspection program, (b) amending the fire prevention code, (c) adoption of the standard operating procedure for conducting company inspections, (d) training and certifying all suppression personnel to conduct inspections, and (e) the development of a records management system.

TABLE OF CONTENTS

ABSTRACT	2
TABLE OF CONTENTS.....	4
INTRODUCTION.....	5
BACKGROUND AND SIGNIFICANCE.....	6
LITERATURE REVIEW	7
PROCEDURES.....	13
RESULTS	15
DISCUSSION.....	20
RECOMMENDATIONS.....	23
REFERENCES.....	25
APPENDIX A (Company Fire Inspection Survey and Results)	27
APPENDIX B (Company Fire Inspection Policy).....	32
APPENDIX C (Inspection Guidelines for Assembly Occupancies)	40

INTRODUCTION

The 1973 report of the National Commission on Fire Prevention and Control recommends that local governments make fire prevention at least equal to suppression in the planning of fire department priorities (Carter & Rausch, 1999, p.152). Fire prevention includes all fire-service activity that decreases the incidence of uncontrolled fire (NFPA, 1997, p.10-168). A component of prevention is education. Education informs and instructs the general public about the dangers of fire and about fire-safe behavior (NFPA, 1997, p.10-168). Another component is inspection and code enforcement. Inspection, including enforcement, is the legal means of discovering deficiencies that pose a threat to life and property from fire (NFPA, 1997, p.10-168). Combined, inspections provide an opportunity to educate the owners or occupants of a building about fire safe behavior and the need for adequate fire and life safety conditions in the areas under their control (NFPA, 1997, p.172). Most fire marshal offices are not staffed adequately and rely on suppression personnel to assist with the inspection process. Traditionally “in-service” inspections by fire suppression companies have been initiated to expand the inspection resources of the local fire departments (Jenaway, 1988, p.69).

Since the expansion of fire prevention responsibilities in the Frederick County Fire Marshal’s Office in October 1994, the fire code enforcement personnel have not been able to consistently and fairly conduct inspections in the assembly occupancies which are required to be inspected in accordance with the Annotated Code of Maryland. The problem is that the Frederick County Department of Fire/Rescue Services (DFRS)

does not have a company fire inspection program to ensure that assembly occupancies are inspected consistently and fairly.

The purpose of this applied research project is to develop recommendations for implementation of a company inspection program for assembly occupancies to serve Frederick County, Maryland.

The action research method was chosen to answer the following questions:

1. What are the elements of a good inspection program?
2. What codes/ordinances/standard operating procedures are required?
3. What training is required for suppression personnel to conduct fire inspections?
4. How does the current staff view implementation of a company inspection program?

BACKGROUND AND SIGNIFICANCE

In July 1989, with the takeover of the City of Frederick (MD) Fire/Rescue Service, the county maintained the fire marshal's office. The responsibility of the fire code enforcement countywide remained with the fire marshal's office (FMO). The staff currently operates under the authority of the State Fire Marshal and enforces the State Fire Prevention Code. In October 1994, the county adopted a fire safety code and fee schedule in order to take over the plan review activities conducted by the Office of the State Fire Marshal (OSFM). The only activities the county did not plan to take over were plan reviews and inspections of State licensed occupancies and fire investigations. Upon the adoption of the Frederick County Fire Prevention Code, a memorandum of understanding (MOU) between the Office of the Maryland State

Fire Marshal and Frederick County Department of Fire/Rescue Services (DFRS) was developed. The MOU gave DFRS the responsibility to conduct all inspections except those that require a State license to operate. The OSFM would also conduct all fire investigations. Inspections of places of assembly are one example of the inspectable properties, which are now the responsibility of Frederick County. Since the MOU, the Frederick County Fire Marshal's Office has been understaffed and overwhelmed with the growth in the county and the need to conduct inspections; preventive inspections have not been conducted consistently. The county has focused on inspections of new construction projects, investigating complaints and annually inspecting the educational occupancies. Thereby placing the residents and visitors to Frederick County at risk. The requirement of preventive inspections in assembly occupancies has become an impossible task and expectation for the current inspection staff of the Fire Marshal's Office, which includes two full-time inspectors and one part-time inspector. By authorizing the suppression personnel to conduct inspections in the existing assembly occupancies, they will increase the visibility of the fire/rescue service and permit the FMO to focus on the more complex issues such as fire alarms and sprinkler systems in addition to the current work already being performed. Utilization of suppression personnel will also be very useful in reducing fire hazards and making the fire companies more productive.

LITERATURE REVIEW

The literature review for this applied research project consisted of reviewing research papers, magazines, and books in the Learning Resource Center at the National Fire Academy (NFA) in Emmitsburg, Maryland. Further research was

conducted by reviewing department policies, state laws, local ordinances/codes and surfing the Internet to identify other fire departments conducting company inspections. A survey of the current Frederick County fire/rescue personnel was also conducted to receive input into the establishment of a company inspection program.

1. What are the elements of a good inspection program?

There are many elements of a program to make it successful. Some of those elements include: management, authority, standard operating procedures (SOP's), professionalism, training, team participation, and good record keeping. Management is a primary element in the success of any ongoing program (Barr, 1982, p.22). Barr (1982) also states, "the key to an effective fire inspection program is the program manager" (p.22). However, in order to evaluate (and implement) the inspection program, the fire code must incorporate authority, administration and delegation. The authority having jurisdiction is (hereby) authorized and directed to administer the provisions of the code and may delegate any of the power or duties to the division of fire prevention or to other fire officials of this jurisdiction (Jenaway, 1988, p.70).

Larry Hogan wrote: "...all parties with similar situations should be treated the same way. The United States Constitution's due process clause requires that all your proceedings and consideration of all requests be fair" (2000, p.251). A good inspection program will include SOP's to ensure all occupancies subject to an inspection are treated equally and fairly.

All personnel must be trained to conduct inspections and present themselves professionally. It should not be assumed that the suppression personnel are all familiar with and able to recognize what are and what are not code violations. Some things may

appear to be hazardous, however the code permits the condition to exist. Because of the scope and impact of a code compliance process, technical competence and professional demeanor must be displayed and maintained at all times by the inspector (Jenaway, 1988, p.72). If anything less is displayed, the program can be placed into jeopardy by unnecessary misunderstandings, resentment and criticism (Jenaway, 1988, p.75).

Lastly, the program again must be consistent and have proper documentation. Investment in an effective records management system is essential to ensure inspection documentation is available for litigation or if the inspection program is ever challenged.

2. What codes/ordinances/standard operating procedures are required?

State statutes usually provide authority to local governments to enact fire codes (Hogan, 2000, p.241). In this instance, Article 25, Section 11 of the Annotated Code of Maryland provides for the county commissioners of each county in the State to have the power by resolution or ordinance to adopt, and amend from time to time, a fire prevention code, to provide for protection against fires and the removal of fire hazards, to provide for the appointment of inspectors for the enforcement thereof and to provide penalties for the violation of any fire prevention code or any ordinance, resolution or regulation for the prevention of fires or the removal of fire hazards (Maryland State Fireman's Association, 1998, p.24). From 1989 until October 1994, the inspectors of the Frederick County Fire Marshal's Office operated as special assistant deputy state fire marshals and enforced the state fire prevention code. In October 1994, Frederick County adopted its' own fire prevention code, which is similar to the state fire prevention code, however several key components were left out and the inspectors cannot enforce

the local code; they continue to enforce the state code. First, the code does not have a section regarding authority, administration, and delegation. In the code, the authority having jurisdiction (AHJ) would be authorized and directed to administer the provisions of the code and may delegate any of the power or duties to the division of fire prevention or to other fire officials (Jenaway, 1988, p.70). Second, there is no penalty clause for non-compliance with the code. The objective of an inspection is to verify or achieve fire safety code compliance (Jenaway, 1988, p.73). Most code violations are never prosecuted (Hogan, 2000, p.246). However, to ensure that people comply, there must be an enforcement tool that provides for the incentive to comply. This enforcement tool may be in the form of a civil citation or court injunction. Although life safety is the paramount concern of the code application and enforcement process, it is important to recognize and be sensitive to the security and financial issues commonly aired by the person responsible for complying with the code (Jenaway, 1988, p.75). Carefully explaining the reasons behind, and the fire/life safety benefits of, the specified code requirements will help the person to better appreciate and understand them (Jenaway, 1988, p.75).

Before conducting inspections, personnel must make sure the codes provide the necessary authority and enforcement tools and that the personnel conducting the inspections are familiar with the SOP's and training. In order to provide guidance to the suppression personnel conducting inspections, SOP's need to be established. The Murray City (UT) Fire Department proposed company inspection policy (pp.1-8) and the Rock Island (IL) Fire Department Engine Company Inspection policy provides for a good resource. Both procedures outline the inspection process from start to finish and what

actions to take when non-compliance occurs. The SOP's state the purpose and policy of the program and then provide for guidelines regarding the overall inspection process.

3. What training is required for suppression personnel to conduct fire inspections?

Fire fighters will better understand the importance of inspections and how they relate to the full range of fire service work if they understand codes and the purposes of the inspections (Carter and Rausch, 1999, p.146). Training of company personnel is essential to ensure good customer service and to minimize litigation. In order to have an effective company fire inspection program, all personnel must be properly trained. Robertson says "Educational needs include training in inspection procedures, familiarity of fire codes, training in plan reviews, an appreciation of building code fire protection features, an understanding of health codes as related to fire safety, as well as an understanding of court decisions affecting the field" (Robertson, 1995, p. 68). Effective inspections, investigations, and educational efforts; conducted by trained individuals, can prevent many fires and life losses (Jenaway, 1988, p.59). The objective of a fire prevention program is to maintain a fire safe community, not prosecute as many people as possible for violations of the fire code (Hogan, 2000, p.231). Therefore, following the National Fire Protection Association (NFPA) (1997), "firefighters performing inspections should receive proper training and be qualified to conduct inspections" (10-172). A good baseline for training personnel in conducting inspections would be to follow the NFPA Standard 1031 *Professional Qualifications for Fire Inspector*. The NFPA Standard 1031 *Professional Qualifications for Fire Inspector* was designed to ensure competency of personnel assigned to fire code enforcement inspection duties

(Robertson, 1995). The International Society of Fire Service Instructors (ISFSI) has addressed the issue of training fire service personnel in inspections as follows: “A structure to train within has already been created; NFPA 1031 defines performance objectives to which an inspector can be trained. The training is not and should not be a one-time effort.” According to ISFSI, the training must come in phases: basic training for entry level personnel; in-service training for all personnel; refresher training as necessary based on request or need; periodic training based on evaluation and assessment of the program, new codes, and staff performance; and reporting requirement (Camp, 1999, pp.14,15). Therefore, in order to utilize fire suppression personnel in conducting fire code enforcement inspections in assembly occupancies, proper training must be provided to those directly involved or responsible for conducting the inspection (Jee, 1989). Because of the scope and impact of a code compliance process, technical competence and professional demeanor must be displayed and maintained at all times by the company officer (and crew) (Jenaway, 1988, p.72).

4. How does the current staff view implementation of a company inspection program?

Fire prevention and public education are the primary responsibility of each member of every fire department, not just those assigned to fire prevention bureaus (Sanders, 1989, p. 40). According to Carter and Rausch (1999) the company officer has the responsibility to integrate all aspects of company inspections into the general purpose and goals of fire prevention. They further state that the task is not easy because many fire fighters have negative feelings about conducting inspections (p.144). A total of 90 surveys were sent out the firefighters and company officers to received feedback about their views towards a company inspection program. Of the surveys

sent, 60 percent (n=54) were returned and the results were positive and many have stated that some form of training is necessary.

PROCEDURES

The purpose of this research was to develop recommendations to implement a company inspection program for assembly occupancies. The research was conducted in the literature review to identify how other members of the fire service handle inspections conducted at the company level. It was conducted at the National Fire Academy, Frederick County Department of Fire/Rescue Services and on the Internet by reviewing research papers, reports, articles, standard operating procedures and state and local ordinances. The data obtained presented an overview of what is necessary and what has been done elsewhere with company inspections. Also, a survey of the all of the current suppression personnel in Frederick County (MD) was conducted to obtain their views in implementation of an inspection program (Appendix A). The first five questions on the survey are for developing a picture of the personnel responding to the request for information. The remaining questions are to be used in answering the research questions.

Once the research was concluded, a standard operating procedure (Appendix B) and inspection guidelines (Appendix C) were drafted. Also recommendations were made to amend the local fire prevention code. The utilization of the suppression personnel to conduct inspections is essential due to the increase in workload in the Fire Marshal's Office and the inability of the limited staff to keep up with the preventive inspections.

Limitations

There were several limitations in conducting this research project. First, as a result of the lack of preventive inspections conducted in the county, there is insufficient data to research to determine the impact the suppression personnel would have on the reduction of fire loss or fire occurrences. Another limitation is that there is no record of the number of assembly occupancies to be inspected, therefore, one will need to be created by the suppression personnel as they survey their response areas. Third, the suppression personnel will be restricted to inspecting existing assembly occupancies, while the fire marshal's office staff will conduct inspections of new assembly occupancies as a condition of the certificate for use and occupancy. Fourth, the cost of the implementation of the program was not part of this research. Finally, and probably the most significant limiting factor is the lack of a database to track code violations, by occupancy type, business name, address or response area further limits the ability of the fire marshal's office to analyze such a program for effectiveness.

Definition of Terms

Assembly Occupancy. Assembly occupancies include, but are not limited to, all buildings or portion of buildings used for gathering together 50 or more persons as deliberation, worship, entertainment, eating, drinking, amusement, or awaiting transportation. Assembly occupancies also include special amusement buildings regardless of occupant load. (NFPA 101, 1997 Edition)

Fire Marshal. An individual assigned to oversee the Fire Marshal's Office with the responsibility and authority to enforce all fire codes and ordinances.

Fire Marshal's Office. The office responsible for fire code enforcement, fire plans review, fire and injury prevention education.

Frederick County Department of Fire/Rescue Services. The county agency with the overall responsibility for fire prevention, suppression and emergency medical services.

Suppression Personnel. Firefighters assigned to various fire/rescue stations in the county.

RESULTS

Answers to Research Questions

Research Question 1. What are the elements of a good inspection program?

The key element to a successful inspection program is the support of the management team. If the management team is not supportive the program will fail. Furthermore, if there is an ineffective program manager, the program will have a tendency to fall by the wayside and inspections will not be conducted. Another element is that the personnel must project a professional image. As Fire Marshal MacPherson of the Seattle Fire Department once said, "fire prevention work...represents the closest association we have with the general public, and with the businessman in particular" (Grant, 1967, p.6). If the suppression personnel are not confident, courteous, convincing and professional while conducting inspections and dealing with the public, the image of the Department of Fire/Rescue Services will suffer. In order to be confident in what they are doing, the suppression personnel must have the proper authority, SOP's, and training. Finally with the proper training the personnel will be able to educate the public, develop, interpret, and enforce fire codes and ordinances, conduct inspections and develop a good records management system.

Research Question 2. What codes/ordinances/standard operating procedures are required?

The state statute provides for the county commissioners to adopt a local fire prevention code. Although the county adopted a fire prevention code in 1994, it is lacking some key components such as the establishment of a fire marshal's office, authority to enforce the code and a method to fine individuals for failure to comply with the code. Since the majority of the code is present, the county will need to adopt a resolution to amend the code and incorporate the missing elements.

A standard operating procedure (SOP) was drafted as a result of this research project (see Appendix B) in order to ensure the suppression personnel are fair and consistent from inspection to inspection. The SOP was compiled from information obtained from the Murray City (UT) Fire Department and the Rock Island (IL) Fire Department. The SOP will consist of eight sections including: Occupancies to be Inspected, Responsibilities, General Inspection Policies, Inspection Procedures, Re-Inspection (Follow-up) Procedures, Inspection Report Form, Pre-Citation Letter, and Record-keeping.

An inspection guide for assembly occupancies is located in Appendix C. This guide is designed to provide the suppression personnel with the correct code reference and proper "corrective action" wording to use when citing occupancies. The SOP along with the inspection guide should aid the suppression personnel in conducting uniform inspections.

Research Question 3. What training is required for suppression personnel to conduct fire inspections?

The State of Maryland does not require personnel conducting fire safety inspections to be certified. However, the suppression personnel of the Frederick County Department of Fire/Rescue Services should obtain, as a minimum, training compliant with NFPA Standard 1031, *Professional Qualifications for Fire Inspector*. This standard is a nationally recognized standard and identifies the professional qualifications for fire inspectors. The standard specifically identifies the job performance requirements necessary to perform as a fire inspector (Gillette, 2001, p. 19). Once the initial training is provided, the Fire Marshal's Office will provide in-service training on an annual basis or sooner if necessary. Personnel who are trained will be able to answer questions and guide business owners/operators in the direction of fire safety and how and why they need to correct hazardous conditions.

Research Question 4. How does the current staff view implementation of a company inspection program?

The results from this research indicate that the suppression personnel are very supportive and eager to begin a company inspection program. Contrary to what some researchers say about most suppression personnel, the suppression personnel in Frederick County (MD) believe that it is part of their job and that it would be good public relations project. Surveys were sent to all 90 of the suppression personnel. A total of 54 (60% response rate) surveys were returned; 6 (11%) were Fire Fighter I, 6 (11%) were Fire Fighter II, 28 (52%) were Fire Fighter III, and 14 (26%) were Sergeants. There were no responses from the Lieutenants. Question #6 on the survey was not used since the information returned was not factual and resulted in estimates by the participants. All of the responses to the survey questions are in Appendix A.

Question 1 was used to establish the years of experience the suppression personnel had in the fire service. This information is used to determine what experience the staff has and would be an indicator of knowledge of code issues. The average years of service is 16.65 years.

Question 2 was asked to determine how much experience the personnel had with the Frederick County DFRS. The purpose of this question was to aid in understanding how much knowledge the personnel have regarding the operations of the Frederick County DFRS. The average years of service as a full-time fire fighter are 6.33 years.

Question 3 was solicited to identify what rank the respondents were. 52% of the respondents are Fire Fighter III; a good cross-section of the current staff. Fire Fighter's I and II responded with 11% each and 26% of the responses were from the Sergeants.

Question 4 was asked to determine the type of shifts the respondents worked. Many of them work shift work (70%) and some work day work (30%).

Question 5 was asked to solicit what stations the respondents worked at and their responses. Responses were received from personnel at all but one station. Although in some cases only one individual responded; there was at least one response from each station staffed with DFRS personnel.

Question 6 inquired about the number of responses that each station responded to, however, the responses were estimations and would not serve any purpose and were not calculated or used.

Question 7 inquired about the number of personnel who have experience enforcing the fire prevention code. Of the responses, 13% of the respondents have experience and 87% did not have any experience.

Question 8 was the key question in determining whether DFRS personnel should conduct inspections in certain occupancies. 98% responded "Yes" and 2% responded "No".

Question 9 and 10 were asked to solicit the respondents to determine the level of training necessary. Although 19% felt they have adequate training and 70% feel they need a formal class to conduct inspections, it will be recommended that all personnel attend the same training course. This will ensure everyone receives the same level of training and provides uniformity.

Question 11 was asked to solicit the opinion of the respondents regarding what should be the lowest rank of an individual to conduct inspections. 52% responded that a Fire Fighter II should be the lowest rank.

Question 12 was inquiring if the staff would be able to do a good job conducting inspections provided the proper tools were available. 100% responded in the affirmative.

Question 13 and 14 was asked to solicit the opinion of the end users as to who should schedule the inspections and how much of the workday should be dedicated to conducting inspections. 70% of the responses indicated the shift officer should make the schedule while 30% felt the fire marshal should set the schedule. With respect to the amount of time 78% felt two hours a day was enough; 20% felt three to four hours

was needed; and, 2% felt that more than four hours should be used for conducting inspections.

Question 15 was inquiring if the personnel would be comfortable with issuing civil citations to non-complying business and 56% of the personnel said that the issuance of civil citations should remain with the FMO.

Question 16 was seeking any additional comments. Many of the responses were along the lines of “I hope it will become a reality soon”, “good idea”, “good public relations”, “time is an issue”, and “I think it is part of our job”.

DISCUSSION

Fire prevention inspections are the single most important non-emergency activity performed by the fire service (IFSTA, 1998, p.5). The research identified that with the limited resources in the FMO, it was acceptable to utilize suppression personnel to conduct the inspections for code compliance. As Jenaway stated, “the objective of an inspection is to verify or achieve fire safety code compliance” (1988, p.73).

Furthermore, code administration and enforcement must be built upon a foundation of current, consistent standards and codes as well as a clear assignment of code enforcement responsibility (IFSTA, 1998, p.15). The program will have more credibility with support from management and a good program manager. However, to begin a company inspection program, the fire prevention code must be corrected so there is the establishment of the FMO, authority for the suppression personnel to conduct inspections and fines for non-compliance or serious violations.

In Camps' (1999) applied research project, he wrote: "According to research done by Hall, Koss, Schainblatt, Karter, and McNerney (1979) for the National Fire Protection Association:

1. Cities that annually inspected all (or nearly all) properties appeared to have lower fire rates than did cities that did not inspect all (or nearly all) inspectable properties; and
 2. Cities that used suppression personnel to perform a significant portion of their fire code inspections tended to be much more successful in achieving annual frequency than were cities that did not use suppression companies.
- (p.12)

Although, Frederick County will only be inspecting assembly occupancies, it will be a start in the reduction of fire hazards in the county. If the program is successful as research indicates, the county can expand the program to further reduce the hazards of the county and make people aware of the issues.

By utilizing the suppression personnel for inspections the DFRS will be more productive. Productivity is the measured result of a triad of components common to any workplace: workload, efficiency, and effectiveness (Hoetmer, 1996, p.211).

In order to keep the fire fighters interest, the suppression personnel must be trained in public relations as well as code enforcement; they should receive certification in fire inspections. The certification will enhance their credentials if ever challenged. According to Grant, the United States Supreme Court heard testimony in 1967 from some Appellants regarding the right of inspectors to enter their occupancies to make routine inspections without a search warrant (1967, p.iii). Although the court case was

decided in favor of the fire service, continued training and knowledge regarding authority and the codes will aid the fire fighters in making the right decision or get assistance from the FMO. In 1967, following the *Camara v. Municipal Court of the City and County of San Francisco* and *See v. City of Seattle*, Fire Marshal Stephen MacPherson of the Seattle Fire Department made a presentation to the Fire Marshal's Association of North America. His concluding remarks, which hold true today, were:

“The fire prevention work accomplished by fire department personnel in its various forms represents the closest association we have with the general public, and with the businessman in particular. Often this association may be undesirable because of the enforcement aspect that is constantly in the background. The public image of the fire department is important to all of us, and when working under strained relations wherein the act of enforcement is involved, it is difficult to maintain this image at its best. The fact that we have laws or ordinances which permit even limited invasion of the property and possessions of individuals does nothing to improve the palatability of the invasions in the minds of many individuals. The one way that we can maintain a reasonably proper balance, and maintain ourselves in a position of maintaining proper public relations, and reflecting thereby, the image we would like to reflect, is to insist upon the application of outstanding courtesy and good judgment of our personnel. Chief officers and other supervisory officers have an obligation to the fire service to impart the proper attitude to all members. The only way that these men can impart this proper attitude is to, themselves, maintain this attitude,

because it is obviously impossible to teach or impart that with which you, yourself, are unfamiliar” (Grant, 1967, p.6).

The remarks of MacPherson echoed the need for personnel conducting fire inspections to project a professional image, know their authority, maintain proper public relations and training, and have a good attitude throughout the inspection process.

RECOMMENDATIONS

Based upon the research, the author recommends that the Frederick County Department of Fire/Rescue Services implement a company fire inspection program for assembly occupancies. The program must have a good manager who is organized, interested in the overall concept, and willing to assist the suppression personnel with any issues. The Frederick County Fire Prevention Code must be updated to incorporate the missing components. These components include: establishment of the fire marshal's office, authority to delegate the inspection responsibility to suppression personnel and a method for issuing fines for re-occurring or serious life safety violations and/or non-compliance. The company inspection program must include the implementation of the Company Fire Inspection Standard Operating Procedure (SOP), initial training of the personnel based on NFPA 1031 and establishment of a records management system. Moral and financial support from the upper level management will be required to get the company inspection program implemented. Much of the expense with a program of this nature is the cost to send the suppression personnel to training. All personnel must attend a Fire Inspector I course which can be taught by the Deputy Fire Marshal who is already an instructor for that course. Throughout the process, the staff in the Fire Marshal's Office will need to develop a database creating

lists of assembly occupancies and inspection due dates to assist the company officers with scheduling. Data shall also be collected to monitor inspected occupancies and the relationship to needless fire department responses and fire loss data. The data will also aid the program manager with monitoring the effectiveness of the program.

Because of the complexity of such a program and State requirements, suppression personnel should only inspect assembly occupancies. The Fire Marshal's Office staff shall continue with new construction inspections and preventive inspections in educational occupancies. Periodically, representatives shall spot check occupancies inspected by the suppression personnel to ensure the personnel are doing quality inspections. Feedback must be provided to the suppression personnel about the program. Also, the suppression personnel need to provide feedback about changes to the program they feel should be made. Adoption of the company inspection program for assembly occupancies will assist the Fire Marshal's Office with meeting their obligation to inspect assembly occupancies. It will also provide the suppression personnel with the opportunity to visit the occupancies, and to enhance public relations by looking out for the welfare of the occupants and owners of assembly occupancies and become more visible and productive in the community.

After the program is in place for at least one year, inspections of other occupancy types (i.e. businesses, storage, residential, etc.) may be explored and the program expanded. In order to expand the program, the SOP and inspection guidelines will need to be updated and the personnel trained on any new developments.

REFERENCES

Barr, Robert C. (1982). *Fire inspection management*. Quincy, MA: Fire Service Today.

Camp, D.B. (1999). *Utilization of engine company personnel to conduct fire inspections*. Emmitsburg, MD: National Fire Academy, Executive Fire Officer Program.

Carter, H.R. & Rausch, E. (1999). *Management in the fire service (3^d ed.)*. Quincy, MA: National Fire Protection Association.

Maryland State Fireman's Association (1998). *Maryland fire laws*. Charlottesville, VA: Lexis Law Publishing.

Jee, J. (1999). *Use of fire suppression personnel in conducting code enforcement inspections*. Emmitsburg, MD: National Fire Academy, Executive Fire Officer Program.

Jenaway, William F. (Ed.). (1988). *Managing support systems; Fire officer series: Book 2*. Ashland, MA: International Society of Fire Service Instructors.

Gillette III, John K. (2001). *Criteria for selecting program guidelines of engine and medic company fire inspections*. Emmitsburg, MD: National Fire Academy.

Grant, Robert W. (1967). *Public fire safety inspections; How 1967 Supreme Court decisions affect your inspection programs*. Boston, MA: National Fire Protection Association.

Hoetmer, Gerard J. (Ed.). (1996). *Fire services today – Managing a changing role and mission*. Washington, D.C.: International City/County Management Association.

Hogan, Lawrence J. (2000). *Legal aspects of the fire service (3rd ed.)*. Frederick, MD: Amlex, Inc.

International Fire Service Training Association. (1998). *Fire inspection and code enforcement (6th ed.)*. Stillwater, OK: Fire Protection Publications, Oklahoma State University.

National Fire Protection Association. (1997). *Fire protection handbook (18th ed.)*. Quincy, MA: Author.

National Fire Protection Association. (1998). *NFPA 1031: Standard for professional qualifications for fire inspector (1998 ed.)*. Quincy, MA: Author.

Robertson, J.C. (1995). *Introduction to fire prevention (4th ed.)*. New Jersey: Prentice Hall, Inc.

Rock Island Fire Department. (2001). *Fire prevention SOG 901.01, company inspections*. Rock Island, IL: Author.

Sanders, Russell E. (1989). *Pro-active prevention beats reactive response*. Atlanta, GA: Fire Chief.

APPENDIX A

COMPANY FIRE SAFETY INSPECTION PROGRAM SURVEY & RESPONSES

n=54

1. How many years of experience do you have in the fire service?
**7, 8, 8, 9, 9, 9, 9, 10, 10, 10, 10, 11, 11, 11, 11, 11, 11, 11, 12, 13, 13, 13,
 13, 14, 14, 15, 15, 15, 16, 16, 17, 17, 17, 18, 19, 19, 20, 20, 20, 20, 20,
 21, 21, 22, 22, 22, 25, 25, 27, 28, 29, 33, 33, 39**

Average = 16.65 years of experience in the fire service

2. How many years of experience do you have with the Frederick County Department of Fire/Rescue Services as a full-time employee?
**1, 1, 1, 1, 1, 1, 1, 1, 1, 1½, 1½, 2, 2, 2, 2, 2, 2, 2, 2, 2, 2, 2½, 3, 3,
 3, 3, 3, 3½, 3½, 4, 4, 5, 5, 6, 9½, 10, 11, 11, 11, 11, 11½, 11½, 12, 12, 13,
 14, 14, 21, 22, 27, 39**

Average = 6.33 years of experience as a full-time employee

3. What is your current rank? (circle one)
 a. [**6**] Fire Fighter I
 b. [**6**] Fire Fighter II
 c. [**28**] Fire Fighter III
 d. [**14**] Sergeant
 e. [**0**] Lieutenant
4. What is your current schedule? (circle one)
38 Shift work **16** Day work
5. What is your current station assignment?

[6] Station 1	[9] Station 2	[6] Station 3
[4] Station 4	[1] Station 7	[1] Station 8
[0] Station 12	[1] Station 14	[2] Station 15
[1] Station 16	[2] Station 17	[2] Station 19
[1] Station 24	[9] Station 25	[1] Station 28
[2] Station 30	[6] Station 31	[0] Other
6. What is the approximate number of calls run at your assigned station?
 Per shift _____ Per year _____

**** Question #6 was not used due to erroneous statistics provided****

7. Do you have any experience enforcing the Fire Prevention Code?
 [7] Yes [47] No

If Yes, please describe:

- **In Prince Georges County (MD) Fire Department – firefighters in the field enforced fire code standards (Life Safety code).**
- **In Montgomery County as a member and part-time employee.**
- **I worked for the federal government as a firefighter and we had to do daily inspections and enforce all fire codes.**
- **In Anne Arundel County (MD) we can do inspections with the career firefighters. The system is not hard and everyone can participate.**
- **In Anne Arundel County (MD). Each station/shift is responsible for all buildings in the first due area except single-family residences. Stations complete the initial annual inspections. Have about 12-13 years inspecting buildings.**
- **In South Carolina – we did building inspections.**
- **In Prince Georges County (MD). As a volunteer, I occasionally went with the career staff to do inspections at apartment complexes.**

8. Do you think DFRS field personnel should conduct preventive inspections in certain occupancies?
 [53] Yes [1] No

If No, please explain:

- **Do to inadequate training and licensing.**

9. Do you believe you have adequate training to conduct inspections?
 [10] Yes [44] No

10. What kind of training do you feel you need to conduct inspections?
 [38] Formal Class
 [6] Refresher Class
 [10] In-service Training/Drill

11. What is the **lowest** rank that should be permitted to conduct inspections?
 [10] Fire Fighter I
 [28] Fire Fighter II
 [13] Fire Fighter III
 [2] Sergeant
 [1] Lieutenant

12. Given the proper tools (forms, computers, cheat sheets, etc.) do you feel you can do a good job conducting inspections?
 [54] Yes [0] No

13. Would you rather the shift officer schedule the inspections or have the Fire Marshal's Office schedule the inspections to be conducted by the station personnel?
 [38] Shift Officer
 [16] Fire Marshal's Office
14. How much time in your workday do you feel should be allocated towards fire prevention/code enforcement?
 [42] 2-hours [11] 3-4 hours [1] More than 4 hours
15. Should the Sergeant's and Lieutenants have the authority to write civil citations for failure to comply with the Notices to Correct or rely on the Fire Marshal's Office?
 [24] Fire Marshal's Office Staff, Sergeants and Lieutenants
 [30] Fire Marshal's Office Staff only
16. Are there any other comments that you would like to provide?
- **I hope this will become a reality in Frederick County very soon. This type of program is good for many reasons: 1, It gives crews the chance to learn about the occupancies in their respective areas; 2. Enhances training/knowledge; 3. Reduces the burden on the Fire Marshal's Office.**
 - **Look forward to this opportunity!**
 - **We need to develop a program to identify needed fire lanes and current fire lanes. Publish a list of enforceable fire lanes and create a method of enforcement by fire service personnel.**
 - **Good idea. Good way to get to know the first due area businesses and makes the fire fighters known in public.**
 - **By having "Field" personnel perform inspections for code enforcement, this will help the department in many ways: 1. Field personnel become familiar with the first due area; 2. Field personnel become familiar with systems; 3. Meet the public we are here to "help"; and 4. Continued education.**
 - **I think this is a very good idea! Although I think more manpower is needed.**
 - **If nothing else, lets get out and start enforcing the State code until Frederick County get its' own adopted. There are so many problems out there to the trained eye, yet no recourse other than the Fire Marshal's Office which is understaffed.**
 - **Because of the limited number of personnel in the past, it was difficult to do these types of activities as well as increase of call volume for EMS put a strain on staff. With more people, equipment, and time it can be made more user friendly and gives the troops a perfect setting to see first hand hazards in the area that really do exist out there.**

- With the firefighters more apt to go in and out of buildings in their area, it would be a benefit to give them the authority to do the inspections. I believe the firefighters should have the authority to make recommendations on issues that a building may have, but that the fines and citations should remain with the Fire Marshal's themselves. At the very least, the firefighters should be formally trained to spot the obvious problems with buildings that are in violation.
- This would give a preview of what buildings are in the area for preplanning.
- I feel the fire marshal's Office should send "x" amount of inspections per month to be done. At that point, either the shift officer or senior fire fighter split them among the shifts or days. Also by allowing Sergeants to write citations, put us in a bad position since these are businesses we may have to deal with regularly.
- I think it is a great idea for DFRS personnel to start conducting inspections. I think it is part of our job.
- I don't have a problem with doing inspections, but, I think we should have formal training so that we have some type of record and cards to show people that we are trained and not just a free-lance type job to fill up time in our day.
- I look forward to doing inspections in the future.
- Inspections should only take place if proper training is given and the Department of Fire/Rescue Services and Frederick County Commissioners give total support.
- I think this would be a great program if all were trained accordingly. Also remember that there have been a lot of other duties that have been placed on field personnel now. I feel that this is a great opportunity to get out in the public and help prevent potential fire problems as well as familiarize our department with the different establishments.
- Inspections could be done while pre-planning.
- I feel the call load and current Department of Fire/Rescue Services (DFRS) schedule, not enough time will be used to do proper inspections and this will end up in a liability issue somewhere down the road.
- I believe this would be a good experience educationally and a great way to maintain area familiarization and pre-plans
- I believe a training class would add to the Departments ability to perform good inspections. Also, monthly in-station training updates.
- I feel that the role of inspections should be two-fold. The field personnel could provide an inspection as well as obtain pre-plan information. This would help our system dramatically.
- Obviously the largest problem is going to be time. The stations with the largest amount of inspections to do proportionally also run the most calls. SO it may occasionally be tough to keep up. However,

the need for these to be done far outweighs the occasional time inconvenience.

- I believe this is a good thing, but would be a disaster without proper training. I think inspectors should have a minimum of three years experience with Frederick County. This probably the most critical aspect of our public relations and could be our public downfall if not handled professionally and if done I think all persons inspected should be provided a customer satisfaction response form to be sent directly to the fire marshal's office in order to monitor DFRS and public relations.**
- I was surprised when I came to Frederick County that we did not do any kind of inspections or write correction orders. Inspections are a key to learning our area and put us in the public eye more.**
- The program not only promotes safety, but also allows for us to be in the buildings/businesses in our first due area.**

APPENDIX B
STANDARD OPERATING PROCEDURE
Department of Fire/Rescue Services
Frederick County, Maryland

Company Inspection Program

PURPOSE:

Company inspections are to ensure compliance and enforcement of the Frederick County Fire Prevention Code and to protect the lives and property of the citizens of Frederick County.

POLICY:

Standard operating procedure outlines the responsibilities of the field personnel in the fire prevention code enforcement process. The primary responsibility of the field personnel is to inspect each type of occupancy as outlined in the procedures. The field personnel will conduct the inspections in their first due area and while in-service.

SECTION 1.0 – OCCUPANCIES TO BE INSPECTED

- A. Places of Assembly (eating & drinking establishments, amusement & entertainment establishments). Occupant loads greater than 50 persons.

SECTION 2.0 - RESPONSIBILITIES

- A. Office of the County Fire Marshal.
1. Provide technical assistance and training.
 2. Distribute inspection assignments to the Lieutenants for distribution to personnel.
 3. Follow-up on inspections when the fire/rescue personnel have been unsuccessful in gaining compliance or request assistance in a technical problem.
 4. Issue citations and/or notice of violation when necessary.
- B. Lieutenants.
1. Ensure that fire/rescue personnel complete inspections within the established deadlines.

- C. Company Officers.
 - 1. Become familiar with applicable codes, standards, and ordinances.
 - 2. Ensure that inspections are performed in accordance with this policy and in a professional manner.
 - 3. Carefully plan and schedule inspections so they can be finished within the allotted time.
 - 4. Maintain an inspection file of most recent inspections.
 - 5. Submit a monthly fire inspection report by each senior career officer no later than the third working day at the beginning of each month to the fire marshal's office.

SECTION 3.0 - GENERAL INSPECTION POLICIES

- A. Fire inspections shall be conducted on a regular basis by a Fire Fighter II or above, generally a minimum of two hours per shift.
 - 1. Evening inspections shall be scheduled for occupancies that are not normally open during the day.
- B. In general, fire/rescue units will remain in-service while personnel are conducting inspections.
 - 1. The company officer may allow one individual to remain with the apparatus if he/she deems it appropriate.
 - a. In those cases, that individual shall have fire prevention materials on hand to distribute to members of the public who may stop to inquire.
 - b. In no case shall the individual remaining with the apparatus engage in sleeping or the conduction of personal business.
- C. All fire/rescue personnel shall:
 - 1. Become familiar with the occupancy to be inspected. When possible review the previous years inspection report prior to the inspection.
 - 2. Inspections shall be done by all crewmembers and while wearing the Class B or C uniform (as defined in the Uniform Policy).

3. Conduct themselves in a professional manner.
4. Not conduct personal business, including phone calls.
5. Not handle or purchase merchandise.

Section IV: **INSPECTION PROCEDURES.**

A. Entry.

1. Always enter through the main entrance.
2. Introduce yourself and explain the purpose for the visit (to conduct a fire prevention inspection) and request permission to perform the inspection.
3. Request a guide to accompany you during the inspection whenever possible. This will allow the inspection personnel to explain the principles of fire prevention as well as point out and correct hazards.

B. Entry Refused.

1. Permission to inspect must be obtained prior to conducting an inspection.
2. If entry is refused because it is not a convenient time, make an appointment that is agreeable to your schedule and the occupants.
3. If the occupant refuses entry and refuses to make an appointment, leave courteously and notify the fire marshal's office verbally and in writing.
4. Inspection of areas visible from the public way does not require permission from the owner. Visible violations should be noted to the fire marshal's office in the notification.

C. Conducting the Inspection.

1. After gaining entrance and receiving permission to do the inspection, obtain the information to complete the top of the inspection form.
 - a. Include the name, address and phone numbers of the business.

- b. Obtain the name and phone number of two responsible individuals to contact after hours.
2. Begin the inspection on the outside of the building, noting fire department access, hydrant accessibility, condition and accessibility of outside indicating valves, viability of exit discharges, etc.
3. Conduct the inspection of the interior using a systematic approach, either from the top floor to the lowest or lowest to top.
4. Inspect every room and space within the building. Cover all areas including attics, closets, concealed spaces, basements, and other out of the way places. Inspect all areas of the property including locked rooms.
5. The crew shall remain together during the inspection as much as possible. *Exception: The crew may be split up to do separate inspections in adjacent businesses.*
6. Proceed with the inspection making notations of violations on the inspection report form. Write clearly and legibly utilizing the information from the inspection guide.

- a. If during the inspection a life hazardous condition is noted, obtain immediate compliance if possible.

EXAMPLES:

Life Safety Hazard – Exit doors blocked, chained, or locked.

Hazardous Condition – Unsafe use of flammable liquids.

- b. If unable to secure immediate compliance, contact the Fire Marshal's Office immediately.
7. Upon completion of the inspection, conduct a closing interview with the guide. Discuss those conditions that need correcting as well as note good conditions.
8. If no violations are found, check the "No Violations Noted" box at the bottom of the inspection report.
9. All violations which have not been corrected at the time of the inspection require follow-up.

10. Have occupant sign the report to acknowledge receipt and then issue him/her the pink copy of the report.
11. If a re-inspection is needed due to violations, set a time for re-inspection per Section 5.0 of this S.O.P.
12. Express appreciation to the occupant for his/her time, and for their efforts in promoting fire safety in their business. Always be courteous and professional.

SECTION 5.0 - RE-INSPECTION (FOLLOW-UP) PROCEDURES

- A. It is important for the follow-up inspections to be performed as scheduled by the same crew to establish credibility for the inspection program. If for any reason the crew cannot conduct a follow-up inspection, the Fire Marshal's Office must be notified.
 1. If upon re-inspection all violations are corrected, issue another form and check the appropriate box.
 2. If all violations have not been corrected, re-issue another inspection form and note what corrections have not been made and schedule a second re-inspection date for items not in compliance.
 - a. If the occupant indicates that he/she will not comply, present occupant with a pre-citation letter, completed and signed by the officer and occupant. Attach original letter to original inspection report and refer the case to the Fire Marshal' Office. Check the box "Refer to Fire Marshal" at the bottom of the inspection report form.
 3. If the occupant has not made necessary corrections after the second follow-up inspection, present occupant with a pre-citation letter, completed and signed by the officer and occupant. Attach original letter to original inspection report and refer the case to the Fire Marshal's Office. Check the box "Refer to Fire Marshal" at the bottom of the inspection report form.
- B. Hazards Pertaining to Other Agencies/Departments.
 1. When hazardous conditions exist that fall into the jurisdiction of other departments, such as Building, Electrical Department, Health Department, etc., the inspection report shall be forwarded to the Fire Marshal's Office with a note attached "Referral" with a brief description of the problem.

2. The Fire Marshal's Office will channel these to the proper department/agency.

C. Re-Inspection Schedule.

1. When violations are noted on the initial inspection, a re-inspection must be scheduled to assure compliance.
2. The officer in charge will determine the date for re-inspection using the following guidelines:
 - a. If a re-inspection is needed, give the occupant this date at completion of the initial inspection.
 - b. Minor violations (not life threatening): 10-15 calendar days
 1. Poor housekeeping
 2. Exit light not working
 3. Fire extinguisher maintenance past due
 - c. Serious violations (life hazard or threat): Immediate compliance
 1. Blocked, locked or obstructed exit
 2. Improper storage or use of flammable liquids (0-7 calendar days)
 - d. Major violations:
 1. Violations requiring major modifications (30 days)
 - a. Sprinkler system installation.
 - b. Insufficient exits.
 2. Depending upon the modifications needed, an extended period of time may be required.
 3. Notify Fire Marshal's Office in these cases.
 - e. Note date of re-inspection on the follow-up record.

D. Second Re-Inspection.

1. If after completion of the first re-inspection all violations have not been corrected, a second re-inspection should be scheduled.
 - a. Allow one-half the time allowed for the initial re-inspection.
2. Record the date of the second re-inspection on the follow-up record.

3. If violations have not been corrected on the second re-inspection, mark the "Refer to Fire Marshal" box on the form. Present occupant with a pre-citation letter, completed and signed by the officer and occupant. Attach original letter to original inspection report.
4. Forward the original form to the Fire Marshal's Office after the second re-inspection.

SECTION 6.0 - INSPECTION REPORT FORM

A. General Information.

1. Use black ballpoint, write firmly (3 copies) and legibly.
2. All information shall be printed, except for signature.

B. Distribution.

1. Pink copy to occupant/business at conclusion of initial inspection.
2. Yellow copy retained by inspecting officer.
3. Original (white) copy to be forwarded to Fire Marshal's Office when:
 - a. There are no violations found.
 - b. There is no follow-up required.
 - c. Compliance is obtained after first or second re-inspection.
 - d. When inspection is referred to Fire Marshal.

SECTION 7.0 - PRE-CITATION LETTER

- A. The officer shall complete the form letter by filling in all blanks, including date issued, business name and address, date of original inspection, re-inspection date(s), and approximate date of follow-up by the Fire Marshal's Office.
 1. The Fire Marshal's Office follow-up date should generally be within 5 to 10 working days of the pre-citation letter. This number may be less if the situation dictates.
- B. The officer in charge shall sign the letter, and request a signature from the responsible party receiving the letter, along with the date, printed name of the individual, and his/her title.
 1. If the occupant refuses to sign the letter, make note of the refusal on the letter and leave a copy with the occupant.

C. Distribution.

1. Original (white) copy shall be attached to the original (white) inspection form.
2. Yellow copy shall be attached to the yellow inspection copy.
3. Pink copy shall be given to the business owner/occupant.

SECTION 8.0 - RECORD KEEPING

A. Inspection Form.

1. The original (white) inspection report shall be retained by the company officer until forwarded to the Fire Marshal's Office in accordance with Section 6.0. A record of follow-up activities shall be recorded on the original form, utilizing the supplemental form if required for narrative.
2. The original (white) inspection form is a legal document. The information recorded on the form will be utilized for prosecution when required.

B. Pre-citation Letter.

1. The original (white) pre-citation letter shall be attached to the original (white) inspection form and forwarded to the Fire Marshal's Office.
2. The original (white) pre-citation letter is a legal document, and will be utilized for prosecution as required

C. Computer entry.

1. An accurate record shall be entered into the computer by the company officer on a daily basis recording number of inspections and personnel hours invested according to the following categories:
 - a. Inspections.
 - b. Follow-up (re-inspections).

APPENDIX C

Inspection Guidelines for

ASSEMBLY OCCUPANCIES

Assembly occupancies include, but are not limited to, all buildings or portion of buildings used for gathering together 50 or more persons as deliberation, worship, entertainment, eating, drinking, amusement, or awaiting transportation. Assembly occupancies also include special amusement buildings regardless of occupant load. (NFPA 101, 1997 Edition)

Assembly occupancies include the following:

Armories	Libraries
Assembly halls	Mortuary chapels
Auditoriums	Motion picture theaters
Bowling lanes	Museums
Club Rooms	Passenger stations and terminals
College and university	of air, surface, underground
classrooms, 50 persons	and marine public
and over	transportation facilities
Conference rooms	Places of religious worship
Courtrooms	Pool rooms
Dance halls	Recreation piers
Drinking establishments	Restaurants
Exhibition halls	Skating rinks
Gymnasiums	Theaters

Occupancy of any room or space for assembly purposes by fewer than 50 persons in a building or other occupancy and incidental to such other occupancy shall be classified as part of the other occupancy and shall be subject to the provisions applicable thereto.

ASSEMBLY OCCUPANCIES

ACCESS

Address

NFPA 1:3-7.1

Provide and install 6 inch address numbers on the front of the building to be readable from the street.

Fire Lanes

NFPA 1:3-5

Mark fire lanes in accordance with traffic order.

LIFE SAFETY

Locked Exit

NFPA 101:5-2.1.5.1 Unlock exit door immediately; door to remain unlocked while the building is occupied.

Improper Locks

NFPA 101:5-2.1.5.3 Remove locking device from exit door; locking device shall not require the use of a key or special knowledge.

Panic Hardware

NFPA 101:9-2.2.2.3 Provide and install panic hardware on exit doors in areas serving an occupant load of 100 or more persons.

Door Inoperable

NFPA 101:5-2.1.4.4 Repair exit door to open properly.

Obstructed Exit

NFPA 1:3-1.6.1 Remove all obstructions from the exit immediately.

Obstructed hallway, lobby, stairs

NFPA 1:3-1.6.1 Remove all obstructions in the exit access, exit access, exit or exit discharge (minimum 36" clear width).

Floor Level

NFPA 101:5-2.1.3 The elevation of the floor surfaces on both sides of a door shall not vary by more than ½ inch. The elevation shall be maintained on both sides of the doorway for a distance at least equal to the width of the widest leaf.

Self-Closing Fire Door

NFPA 1:4-1.9 Repair fire door to self close and latch.

Emergency White Lighting

NFPA 101:5-9 Provide or repair emergency white lighting to illuminate the means of egress and exit doors.

Exit Markings

NFPA 101:5-10.1.2 Provide exit markings to direct travel to and at exit doors. Exit markings to be internally or externally illuminated during normal and emergency conditions.

Exit Identification – Occupancies with Occupant Loads Greater than 300

NFPA 1:9-21.3 Provide an audible announcement or projected image prior to the start of each program to notify occupants of the location of the exits to be used in case of a fire or other emergency.

Occupant Load Posting

NFPA 101:8-1.7 Obtain a capacity certificate from the Fire Marshal's Office and securely post it at the main entrance

HAZARDS**Decorative Materials**

NFPA 1:9-2.5.1 Remove decorative material or provide verification of flame retardant treatment.

Extension Cords

NFPA 70:400-8: Discontinue the use of extension cords being used as permanent wiring.

Maintenance of Fire Extinguishers

NFPA 10:4-2.2 Maintain extinguisher in working order.

Penetrations in Fire and Smoke Barriers

NFPA 101:6-2.3.2.4 Seal up all vertical or horizontal penetrations with a material equivalent to the rating of the wall or floor/ceiling assembly.

Hazardous Areas

NFPA 101:27-3.2 Provide a one-hour fire resistive separation or sprinkler protection in _____.

Combustible Waste and Refuse

NFPA 1:3-11.2 Combustible waste or refuse shall be properly stored or disposed of to prevent unsafe conditions.

Fire Exit Drills

NFPA 1:9-2.1 The employees or attendants of assembly occupancies shall be schooled and drilled in the duties they are to perform in case of fire, panic, or other emergency in order to effect orderly exiting.

Fire Extinguisher Training

NFPA 1:9-2.1.2 All employees shall be instructed in the proper use of portable fire extinguishers.

Hood Extinguishing Systems

NFPA 1:6-3.6.1 An inspection and servicing of the fire extinguishing system and listed exhaust hoods containing a constant or fire-actuated water system shall be made at least every 6 months by properly trained and qualified persons.

Sprinkler Systems

NFPA 1:7-5.1 Restore the sprinkler systems to proper working order and have it inspected in accordance with NFPA 25.

Fire Alarm Systems

NFPA 1:8-1.3 Restore/repair the fire alarm system to proper working order. Provide documentation that the system has been inspected and serviced in accordance with NFPA 72.